United Nations ST/IC/2005/10

Secretariat

31 January 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Education grant and special education grant for disabled children**

1. The purpose of the present circular is to advise staff members of the decision of the General Assembly, in its resolution 59/268 of 23 December 2004, to approve increases in the level of maximum admissible expenses, maximum reimbursement levels in 15 countries/currency areas (Austria (euro), Belgium (euro), Denmark (krone), France (euro), Germany (euro), Ireland (euro), Italy (euro), Japan (yen), Netherlands (euro), Spain (euro), Sweden (krona), Switzerland (Swiss franc), United Kingdom of Great Britain and Northern Ireland (pound sterling), United States dollar in the United States and the United States dollar outside the United States) and in the flat sum for boarding costs applicable for staff at designated duty stations under the education grant system.

2. The General Assembly also decided to maintain the special measures for China, Indonesia, Romania and the Russian Federation, which would allow organizations to reimburse 75 per cent of actual expenses up to and not exceeding the maximum expenditure level in force for the United States dollar in the United States.

3. The present circular supersedes ST/IC/2002/5/Amend.1 of 23 December 2002 on the education grant and the special education grant for disabled children.

4. The revised amounts reflected in the annexed table are effective as from the school year in progress on 1 January 2005.

* The present circular will be in effect until further notice.

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Annex

Education grant entitlements applicable in cases where educational expenses are incurred in currencies stated below

(Effective as from the school year in progress on 1 January 2005)

Currency	*(1)* *Maximum amount admissible educational expenses and maximum grant for disabled children*	*(2)* *Maximum education grant*	*(3)* *Normal flat rate when boarding not provided*	*(4)* *Additional flat rate for boarding (at designated duty stations)*	*(5)* *Maximum grant for staff members serving at designated duty stations*	*(6)* *Calculation for maximum admissible educational expenses (attendance only)*
Euro						
Austria	15 198	11 399	3 392	5 087	16 486	10 676
Belgium	14 446	10 835	3 147	4 720	15 555	10 251
Finland	9 082	6 812	2 382	3 572	10 384	5 907
France	10 263	7 697	2 716	4 074	11 771	6 641
Germany	18 993	14 245	3 794	5 690	19 935	13 935
Ireland	10 997	8 248	2 755	4 132	12 380	7 324
Italy	15 316	11 487	2 818	4 227	15 714	11 559
Luxembourg	14 446	10 835	3 147	4 720	15 555	10 251
Monaco	10 263	7 697	2 716	4 074	11 771	6 641
Netherlands	15 440	11 580	3 594	5 392	16 972	10 648
Spain	13 762	10 322	2 733	4 099	14 421	10 119
Danish krone	89 010	66 758	23 601	35 401	102 159	57 543
Japanese yen	2 324 131	1 743 098	525 930	788 895	2 531 993	1 622 891
Norwegian krone	71 632	53 724	18 338	27 507	81 231	47 181
Swedish krona	100 733	75 550	22 569	33 853	109 403	70 641
Swiss franc	26 868	20 151	5 182	7 773	27 924	19 959
Pound sterling	18 285	13 714	3 181	4 772	18 486	14 044
United States dollar (in the United States of America)[a]	28 832	21 624	4 742	7 113	28 737	22 509
United States dollar (outside the United States of America)	17 189	12 892	3 490	5 235	18 127	12 536

[a] Also applies, as a special measure, for China, Indonesia, Romania and the Russian Federation.

United Nations ST/IC/2005/11

Secretariat

18 February 2005

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Mobile communication devices for official work**

1. The Information Technology Services Division (ITSD) offers mobile communication services to the departments of the United Nations Secretariat in New York. The purpose of the present information circular is to clarify the procedures relating to the use of these mobile communication services. For the present, mobile communication devices include pagers, cellular phones and multi-function handheld devices (such as the Blackberry). While the use of pagers and cellular phones is common, the Blackberry is a relatively newer multi-purpose device that can be used as a cellular phone, a personal digital assistant and a wireless device for accessing the Lotus Notes e-mail application (including calendar and address book).

Approval for mobile communication devices

2. Mobile communication devices are provided by the United Nations to its personnel to facilitate their work, with the type of device to be provided depending on the nature of the work being carried out. Heads of departments or offices (or one or more of their designated representatives) should identify which staff require operational support or other on-demand functions and decide who should be authorized to use mobile communication devices. In view of the financial implications of the supply and continuing use of a mobile communication device, the issue of such a device, as well as the termination of such service, must be approved by a certifying officer of the department or office (in most cases the Executive Officer).

Ordering procedure

3. Orders for mobile communication devices should be prepared using the standard form for each device. Such forms should be forwarded to ITSD through the Executive Office. The certifying officers will be responsible for ensuring that funds are available in the respective budgets for the initial and continuing charges for mobile communication services as well as for the proper recording of those charges

* The present information circular shall remain in effect until further notice.

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against the respective accounts. Forms ITSD.12, ITSD.14 and ITSD.15 must be used to request Blackberries, cellular phones and pagers, respectively. All forms are available on the Intranet (iSeek) in the "Forms" section under the category Information Technology.

4. The requesting office should choose the carrier and the plan that best fits its needs. Information about the devices, carriers and plans are posted on the Intranet (iSeek) under "Information Technology Services" under the entry "Communications and Office Equipment". Choosing the appropriate plan level is crucial if cost overruns are to be avoided. ITSD will assist requesting offices in the choice of carriers and plans, taking into consideration the quality of service in given areas where the devices are likely to be most used.

Responsibilities of requesting offices

5. The requesting office should maintain an inventory of all mobile communication devices supplied to its personnel and should be responsible for transmitting the mobile contact numbers to those who need to contact such personnel. Requesting offices should evaluate their lists periodically, at a minimum, not less than once every six months. They should also ensure that information regarding the termination of service is communicated promptly to ITSD, through the Executive Office.

Responsibilities of users

6. Recipients of mobile communication devices will be responsible for their proper use, including compliance with local or national laws and regulations, such as those prohibiting or restricting their use while driving or on an airplane. In the event that such a device is lost, users should immediately report the loss to the unit within ITSD that dealt with the original service request in order to prevent unathorized usage. The Executive Office should also be informed as soon as possible thereafter.

Billing procedures

7. ITSD will charge requesting offices for the actual usage of the mobile communication device, as well as for administrative and maintenance expenses. The details of these charges and the billing procedures are explained on the Intranet (iSeek) under "Information Technology Services", under the entries "Communications and Office Equipment", and "Billing". User departments will be billed on a monthly basis for full reimbursement of all charges resulting from the use of mobile communication devices. Certifying officers should, therefore, ensure that these expenditures are properly charged to specific account codes. They shall also ensure that charges for personal calls are recovered from the user, whenever the plan minimum (the free allowance for each plan) is exceeded.

8. User departments should be aware that no additional funds will be provided from the regular budget for the 2004-2005 biennium to cover the cost of these services.

Technical assistance

9. For all questions regarding mobile communication devices, please contact the Services Coordination Section/ITSD using: Lotus Notes e-mail to ITSD Requests-for-Service/NY/UNO; Internet e-mail to itservices@un.org; or telephone, 1-212-963-2040.